



**STATE OF MONTANA  
DEPARTMENT OF CORRECTIONS  
POLICY DIRECTIVE**

Policy No. DOC 1.7.3	Subject: <b>DATA QUALITY</b>
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Section 7: Information Systems	Effective Date: 04/26/07
Signature: /s/ Mike Ferriter, Director	Reviewed: 12/15/08

## **I. POLICY**

Department and state-owned Information Technology resources are used to provide information, both internally and externally, which is vital for operations, budgeting, and public safety. The quality of that information is the responsibility of every employee.

## **II. APPLICABILITY**

All divisions, facilities and programs under Department jurisdiction or contract.

## **III. DEFINITIONS**

Accuracy – All information entered is correct.

Completeness – All of each record's fields are completed and contain all pertinent information.

Timeliness – Information is entered as close to the triggering event as possible.

Triggering Event – Any change that affects the accuracy of information stored in Department information systems, e.g., change in custody level or location, address, gender, life-status.

## **IV. DEPARTMENT DIRECTIVES**

All employees and contracted persons who are authorized to enter, modify, or delete data are responsible for and accountable for the completeness, accuracy, and timeliness of the data that they handle.

### **A. Responsibility for Enforcement**

Department supervisors and managers will ensure that staff members adhere to this policy.

### **B. User Responsibilities**

1. Information systems users will:
  - a. enter information in a timely manner;
  - b. verify the accuracy of the information entered;
  - c. check for spelling and transposition errors;
  - d. check data for reasonableness, e.g., offenders are unlikely to be 377 years old;
  - e. review data that was entered by others for obvious errors;
  - f. report errors they find but are unable to correct to the Help Desk;
  - g. verify they are not creating a duplicate record;
  - h. not violate the intent of data fields, i.e., putting data in the wrong data fields;

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- i. enter data correctly into data fields, i.e., applying the rules;
- j. correct errors of which they are made aware;
- k. restrict data entry to records pertinent to their area of responsibility;
- l. keep their knowledge of the systems up-to-date by attending training; and
- m. ask “how to,” “what to,” or “where to” if in doubt about any data entry issues.

### **C. Reporting and Disciplinary Action**

Violators may be subject to disciplinary action up to and including termination under *DOC Policy 1.3.2, Employee Performance and Conduct Guidelines*.

### **V. CLOSING**

Questions concerning this policy should be directed to the Department’s Chief Information Officer (CIO).

### **VI. REFERENCES**

- A. 2-15-112, MCA (2007) *Duties and Powers of Department Heads*
- B. *DOC Policy 1.3.2, Employee Performance and Conduct Guidelines*

### **VII. ATTACHMENTS**

None.